

*This booklet provides general information about Oregon's Well Identification Program.*

## Requirements

The Well Identification (ID) Number is a unique number that links a well with a paper record. All wells drilled, deepened, converted or altered after 1996 are required to be tagged with a Well ID Number. On wells without a Well ID Number, the owner of the property is required to obtain one at the time of property transfer. The Well ID Number may be used to track modifications to the well over time. A Well ID Number may be obtained by completing an "Application for Well ID Number".

## How to Apply

Send a completed "Application for Well ID Number" to the Water Resources Department. The Application is available on the Department's website [www.wrd.state.or.us](http://www.wrd.state.or.us) or by calling (503) 986-0854.

Completing the Application:

- **Owner Information Section:** Print current owner information here. If the Well ID Number should be sent to someone other than the applicant, note that in this section.
- **Well Information Section:** Location information may be obtained from property tax statements, legal description of the property on the deed, or from the County Assessor's Office. Some counties may refer to this as the "Map and Tax Lot Number".
- **General Well Information Section:** Provide as much information as possible. This may assist the Department in locating a well report for the well in question. If you have a well report for the well, attach it to the application when you submit it.

## Water Well Reports (Well Logs)

Well logs are prepared by a well driller and describe how a well was constructed. The Department has well logs for most of the water wells drilled in Oregon since 1955. Well logs are available on the Department's website: [www.wrd.state.or.us](http://www.wrd.state.or.us)

The location by legal description (Township, Range, and Section) is the key information need to locate well log reports. In addition, the name of the landowner who owned the property when the well was drilled is usually necessary.

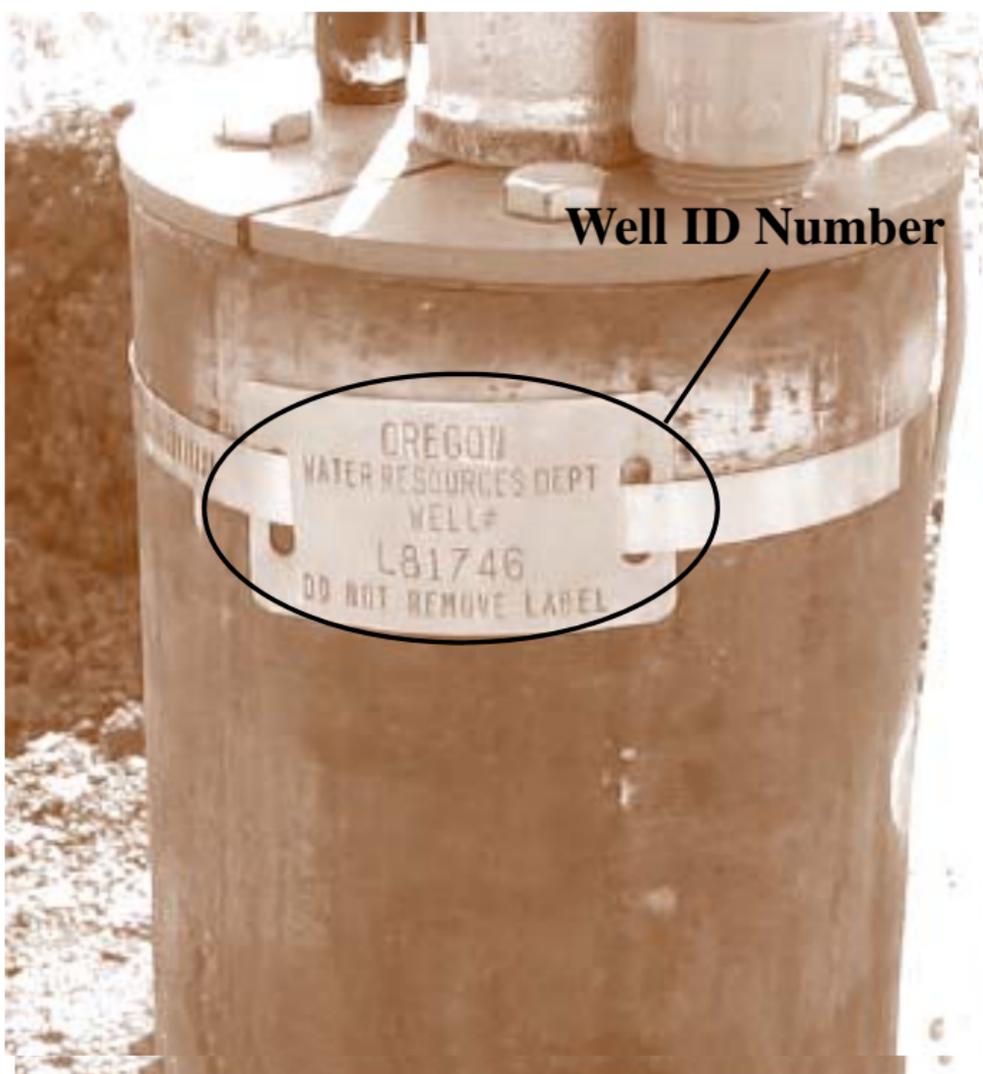
### TIPS FOR LOCATING WELL LOGS

- Contact the appropriate County Assessor's Office to obtain the property Township, Range, and Section.
- Go the Department's website and click on "Find a Well Log".
- If you do not have the Township, Range, and Section, you may click "Find T-R-S by Address". Type in the complete address of the property in the "Address" box, then click "Lookup".
- For best results, initially enter ONLY the Township, Range, and Section for the property at the "Well Log Query Application" screen. Use additional search criteria to narrow down your search if you receive too many results.
- Click the "Search" button. The query will display all well logs within the search criteria selected.
- To sort data within the well log query, click a column heading.
- To view the image of the well log, click the county and number under the "Well Log" column heading.
- To print the image of the well log, select "file", "print" and "OK".
- If you cannot find a well log by location, try searching by "County" and "Owner Last Name" only. This will bring up all the wells in that county with that last name, regardless of Township, Range, and Section.

■ The street address and tax lot number of the well may not always be included on well logs, especially older wells. Other information that can be helpful when attempting to locate a well log include:

- Identifying the property owner or property developer at the time the well was originally drilled;
- The date the well was drilled or the date the home was constructed;
- The well driller.

If you have further questions, contact the Department at [grid-admin@wrd.state.or.us](mailto:grid-admin@wrd.state.or.us) or by phone at (503) 986-0900.



## Frequently Asked Questions

**Q. *What is the legal basis for the program?***

A. Oregon Revised Statutes 537.788 to ORS 537.793.

**Q. *What is the purpose of the program?***

A. The purpose is to identify each well with a unique Well ID Number. This number links the well with a well report (well log), which is a physical description of how the well was constructed.

**Q. *What types of wells are bound by this program?***

A. All water supply wells, including monitoring wells.

**Q. *If my well does not have a Well ID Number, Should I apply for one now or wait until the property changes ownership?***

A. You have the choice to apply for a Well ID Number now or you may wait until the property changes ownership.

**Q. *I share a well and the well is on the neighboring property. Do I apply for a Well ID Number when I sell my property?***

A. No. The owner of the property where the well is located is responsible to obtain a Well ID Number when that property changes ownership.

**Q. *When property changes ownership who is responsible for initiating the process?***

A. The current landowner, either agent, or the buyer may apply for the Well ID Number. Applying for a Well ID Number should not affect closing property transfers.

**Q. *Do I need to apply for a new Well ID Number if my well already has one?***

A. No. Only one Well ID Number is required for the life of the well.

*Q. What if a Well ID Number is damaged or removed and lost?*

A. A new application may be submitted for a replacement number.

*Q. What is a “Well Report” or “Well Log”?*

A. A well report or well log is a physical description of how the well was constructed. The Department maintains a database of wells constructed in the state since approximately 1955.

*Q. Does the Water Resources Department verify well construction during this process?*

A. The Department does not review the well construction prior to the issuance of a Well ID Number. However, as part of the Department’s Well Construction Program, a percentage of new wells are routinely inspected during construction. If you have specific problems or concerns about your well, please contact the Department directly.

*Q. What is the cost to obtain a Well ID Number?*

A. There is no cost to obtain a Well ID Number.

## **Common Well Terms**

**ACCESS PORT** — All wells must have a 1/2” access port for measuring the water level or a pressure gauge for measuring artesian pressure. The access port must be unobstructed. The access port should be capped to prevent surface water from entering the well casing.

**COMMINGLING** — Occurs when a well draws water from more than one aquifer. In no case shall a well be constructed to tap into multiple aquifers.

**PERFORATIONS** — Holes in the casing or liner, which allow water to enter the well.

**SPECIAL STANDARDS** — A special standard allows deviation from the minimum well construction standards. The request must be approved before completing the work.

**STATIC WATER LEVEL** — The stabilized level or elevation of water surface in a well when it is not being pumped.

**TOP TERMINAL HEIGHT** — The casing of any well must extend at least 12 inches above the finished ground surface or pumphouse floor, and 12 inches above the local surface runoff level.

**WELL CASING** — Steel or plastic pipe installed to prevent the borehole wall from caving in. Well casing is also used to seal the upper portion of the well. The total length of casing used should be the same as that recorded on the well log.

**WELL DEPTH** — The depth of a well from land surface to the bottom of the well. This may be measured by using a weighted line.

**WELL DEVELOPMENT** — Involves vigorously pumping the well to help clean out drill cuttings and to maximize production of the well. Development should result in a well which produces sand-free or mud-free water when operated properly.

**WELL IDENTIFICATION NUMBER** — A preprinted stainless steel label attached to the well casing. This unique number identifies your well and will be used to track any future modifications to the well. *Please do not remove or cover this number.*

**WELL LOG** — A well log or well report is a physical description of how your well was constructed. Keep your copy of the well log. This is one of the more important records of your property.

**WELL SEAL** — The space between the borehole wall and the casing, which is filled with approved sealing material to prevent commingling or contamination of the aquifer. A proper seal consists of neat cement (cement and water) or bentonite (dry clay) and extends from the ground surface to a minimum depth of 18 feet below land surface or 5 feet into a consolidated formation, whichever is greater. Artesian wells must be sealed 5 feet into the confining formation immediately overlying the artesian zone.

**WELL TEST** — A well test shows how much water the well produces. The static water level, the date, the type of well test, and the length of the test period are recorded on the well log. A one-hour minimum yield test is required when the work is completed on the well.

## Well Placement

The Department has established rules to define well placement. Before siting a well, check the following:

- The Well Construction Standards require a minimum distance of 50 feet from septic tanks and 100 feet from sewage disposal areas (such as drain fields). Soil type and topography in your area may require greater distances.
- Wells should be located at least five feet from buildings to allow access for maintenance, repair, testing, re-drilling or pump work.
- Locate the well away from sources of contamination such as stock yards, storm sewers, privies and refuse dumps.
- Run surface drainage away from the well on all sides; divert up-slope drainage away from hillside wells using berms or trenches.
- Locate the well above (higher in grade) disposal areas if possible.
- Locate the well in an area free from flooding or plan extra precautions to protect it.
- Site your well as far as possible from neighboring wells. When wells are close together, they may interfere with each other.
- Site your well a safe distance from your property line. This may prevent difficulties with neighboring septic systems and boundary line inaccuracies.
- When drilling in areas where underground utilities are located, two business days notice is required by law. Call the Oregon Utility Notification Center at (800) 332-2344.

- If conditions allow, locate the well near where you will use the water and near a power source.
- Contact your county health and planning departments for additional well location and permit requirements before you drill.

## Estimating Your Water Needs

The following guide will help you determine your peak demand. To determine your estimated daily peak water demand (not including irrigation), add the quantities of water that apply.

<b>SINGLE FAMILY HOME</b>	Gallons per day per person
With Conservation.....	50
Without Conservation.....	75
<b>LIVESTOCK</b>	Gallons per animal per day
Cattle .....	12
Dairy (plus maintenance) .....	35
Goat.....	2
Hog.....	4
Horse/mule .....	12
Sheep .....	2
<b>POULTRY</b>	Gallons per 100 fowl
Chickens .....	10
Turkeys .....	18

Some domestic water systems are designed to store water during times of low demand (such as night time). This stored water may be used later to supply water during peak demand (early morning, laundry, or outside watering). A pump installer or plumbing contractor may assist you in planning a water system based on your water needs and water source. In contrast to a domestic well, an irrigation well must be able to produce water at a steady high rate for extended periods of time. Irrigation systems should be designed to minimize pumping costs and prevent excessive drawdown of the well.

## Obtaining Water Rights

Under Oregon law, all ground water is considered a public resource. In general, a water right permit must be obtained before using water from any well.

The following uses of ground water *do not* require making application for a water right permit:

- Group and single-family domestic use up to 15,000 gallons per day.
- Stock watering.
- Watering any lawn and/or non-commercial garden totaling one-half acre or less in area.
- Down-hole heat exchangers.
- Any single industrial or commercial development up to 5,000 gallons per day.

These exempted uses are on a per-property or per-development basis and cannot be increased. For example, you cannot double the amount exempted by adding a second well.

If you have questions regarding your ground water use and the requirement to obtain a water right permit, contact the Department's Customer Service Group at (503) 986-0801.

Some Oregon counties may also require permits for certain developments. Contact your county government for additional information.

## Well Construction Standards

Oregon's Well Construction Standards are rules designed to protect the ground water resource and the public by preventing contamination of the aquifer.

When the minimum construction standards cannot be met, the person responsible for drilling, altering, or abandoning the well must make application for a "special standard" from the Department. A special standard allows deviation from the minimum well construction standards. The request must be approved before completing the work.

## **Additional Information**

Oregon Water Resources Department  
725 Summer Street NE, Suite A  
Salem, Oregon 97301-1266  
Tel: (503) 986-0900  
Fax: (503) 986-0902  
Web: *www.wrd.state.or.us*

Department of Human Services  
Drinking Water Program  
800 NE Oregon Street, Suite 611  
Portland, Oregon 97232-2162  
Tel: (971) 673-0405  
Web: *www.oregon.gov/DHS/ph/dwp/*

Oregon Utilities Notification Center  
305 NE 102nd AVE, Suite 300  
Portland, OR 97220  
Tel: (800) 332-2344  
Web: *www.digsafelyoregon.com*

# County Assessor Offices

Baker County (541) 523-8203 1995 3rd St Baker City OR 97814	Harney County (541) 573-2246 450 N Buena vista Burns OR 97720	Morrow County (541) 676-5607 100 Court St PO Box 338 Heppner OR 97836
Benton County (541) 766-6855 205 NW 5th St Corvallis OR 97330	Hood River County (541) 386-4522 601 State St Hood River OR 97031	Multnomah County (503) 988-3326 501 SE Hawthorne Blvd Portland OR 97208
Clackamas County (503) 655-8671 168 Warner Milne Rd Oregon City OR 97045	Jackson County (541) 774-6059 10 S Oakdale Ave Medford OR 97501	Polk County (503) 623-8391 850 Main St Dallas OR 97338
Clatsop County (503) 325-8522 820 Exchange St- 2nd Floor PO Box 178 Astoria OR 97103	Jefferson County (541) 475-2443 66 SE "D" St Madras OR 97741	Sherman County (541) 565-3505 500 Court St PO Box 365 Moro OR 97039
Columbia County (503) 397-2240 230 Strand St St Helens OR 97051	Josephine County (541) 474-5260 500 NW 6th St PO Box 69 Grants Pass OR 97526	Tillamook County (503) 842-3400 201 Laurel Ave Tillamook OR 97141
Coos County (541) 396-3121 #3 250 N Baxter Coquille OR 97423	Klamath County (541) 883-5111 305 Main St Klamath Falls OR 97601	Umatilla County (541) 278-6219 216 SE 4th PO Box 1227 Pendleton OR 97801
Crook County (541) 447-4133 200 NE 2nd Prineville OR 97754	Lake County (541) 947-6006 513 Center St Lakeview OR 97630	Union County (541) 963-1002 1001 4th St La Grande OR 97850
Curry County (541) 247-3294 29821 Ellensburg Ave PO Box 746 Gold Beach OR 97444	Lane County (541) 682-4321 Courthouse 125 E 8th Eugene OR 97401	Wallowa County (541) 426-4543 ext 36 101 S River St Enterprise OR 97828
Deschutes County (541) 388-6508 1300 NW Wall St Bend OR 97701	Lincoln County (541) 265-4102 225 W Olive St Newport OR 97365	Wasco County (541) 506-2510 511 Washington St The Dalles, OR 97058
Douglas County (541) 440-4222 1036 SE Douglas Rm 217 PO Box 10 Roseburg OR 97470	Linn County (541) 967-3808 300 4th Ave SW PO Box 100 Albany OR 97321	Washington County (503) 846-8741 Public Services Bldg 155 N 1st Ave, Suite 130 Hillsboro OR 97124
Gilliam County (541) 384-2311 221 S Oregon St PO Box 427 Condon OR 97823	Malheur County (541) 473-5117 251 "B" St W Vale OR 97918	Wheeler County (541) 763-4266 701 Adams St PO Box 327 Fossil OR 97840
Grant County (541) 575-0107 201 S Humbolt, Ste 200 Canyon City OR 97820	Marion County (503) 588-5144 555 Court St NE Salem OR 97309	Yamhill County (503) 434-7521 535 NE 5th St McMinnville OR 97128

# District Watermasters

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## Greg Beaman

District 1, Tillamook  
(503) 842-2413 x119  
FAX (503) 842-3680

## Michael Mattick

District 2, Springfield  
(541) 682-3620  
FAX (541) 746-1861

## Bob Wood

District 3, The Dalles  
(541) 506-2650  
FAX (541) 506-2651

## Eric Julsrud

District 4, Canyon City  
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FAX (541) 575-0641

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(541) 278-5456 x290  
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(541) 963-1031  
FAX (866) 214-3493

## Rick Lusk

District 8, Baker City  
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## Ron Jacobs

District 9, Vale  
(541) 473-5130  
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(541) 471-2886 x223  
FAX (541) 471-2876

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## Mike McCord

District 16, Salem  
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## Vern Church

District 17, Klamath Falls  
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FAX (541) 885-3324

## Darrell Hedin

District 18, Hillsboro  
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FAX (503) 846-7785

## Mitch Lewis

District 19, Coquille  
(541) 396-1905  
FAX (541) 396-1906

## Sabrina White-Scarver

District 20, Oregon City  
(503) 722-1410  
FAX (503) 722-5926

## Joel Clark

District 21, Condon  
(541) 384-4207  
FAX (541) 384-2166

# Regional Offices

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## Western Region

Bill Ferber, Region Manager  
503-986-0893 FAX (503) 986 0903

Western Region Well Inspector  
503-986-0889/ 503-986-0802

## North Central Region

Michael Ladd, Region Manager  
(541) 278-5456 FAX (541) 278-0287

North Central Well Inspector  
541-278-5456

## Eastern Region

Ivan Gall, Region Manager  
(541) 523-8224 x24 FAX (866) 214-3493

Eastern Region Well Inspector  
541-523-8224

## South Central Region

Kyle Gorman, Region Manager  
(541) 388-6669 FAX (541) 388-5101

South Central Well Inspector  
541-388-6669

## Southwest Region

Bruce Sund, Region Manager  
(541) 471-2886 x222 FAX (541) 471-2876

Southwest Region Well Inspector  
541-471-2886 ext 226





State of Oregon  
**WATER RESOURCES DEPARTMENT**  
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